

GOVERNMENTAL OPERATIONS

Agency 150

Department of General Administration

Recommendation Summary

Dollars in Thousands

	Annual FTEs	General Fund State	Other Funds	Total Funds
2003-05 Expenditure Authority	564.3	478	131,652	132,130
Total Maintenance Level	574.0	495	128,432	128,927
Difference	9.7	17	(3,220)	(3,203)
Percent Change from Current Biennium	1.7%	3.6%	(2.4)%	(2.4)%
Performance Changes				
Transfer Capital Costs	6.7		2,414	2,414
Middle Management Reduction	(8.8)	(24)	(946)	(970)
General Inflation			(931)	(931)
State Enterprise Procurement System			251	251
Engineer and Architect Services	14.1		2,747	2,747
Motor Pool to Nonappropriated #				
Custodial Standards in Office Areas				
Improve Parking Enforcement			56	56
Implement a Business Support System			100	100
Subtotal	12.0	(24)	3,691	3,667
Total Proposed Budget	586.0	471	132,123	132,594
Difference	21.7	(7)	471	464
Percent Change from Current Biennium	3.8%	(1.5)%	0.4%	0.4%
Total Proposed Budget by Activity				
Administrative Activity	74.6	92	4,723	4,815
Purchasing Contract Administration	41.3		6,486	6,486
Material Management Center	40.8		6,762	6,762
EAS Reimbursable Services	5.7		780	780
Energy Services	12.0		3,128	3,128
Capital Project Management	14.0		2,727	2,727
Barrier Free Facilities Program (BFFP)	1.1	121	20	141
Mail Services for State Agencies	74.5		10,000	10,000
Motor Pool	16.2		15,596	15,596
Real Estate Services	24.5		8,851	8,851
State Agency Rider (STAR) Pass/Guaranteed Ride Home	1.0		416	416
Distribution of Surplus Food (TEFAP/CSFP)	4.2	272	3,633	3,905
Distribution of Surplus Property	11.6		2,510	2,510
Office Facilities Management	31.3		49,871	49,871
Parking Management	2.3		1,883	1,883
Public and Historic Facilities Management	1.3		9,077	9,077
Facilities Operation and Maintenance	84.9			
Physical Plant Engineering	80.8		3,292	3,292
Custodial Services	61.9		650	650
Visitor Services	10.9		920	920
Compensation Cost Adjustment		10	1,744	1,754

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	Annual FTEs	General Fund State	Other Funds	Total Funds
Middle Management Reduction	(8.8)	(24)	(946)	(970)
Total Proposed Budget	586.0	471	132,123	132,594

PERFORMANCE LEVEL CHANGE DESCRIPTIONS**Transfer Capital Costs**

Transfer the ongoing costs of functions that provide general support to the capital program from the capital budget to the operating budget where these functions are more appropriately funded. (State Vehicle Parking Account-Nonappropriated, General Administration Services Account-Appropriated, General Administration Services Account-Nonappropriated)

Middle Management Reduction

The Governor has directed that middle management be reduced by 1,000 positions by the end of the biennium. This item is this agency's share of the statewide amount.

State Enterprise Procurement System

In the 2003-05 Biennium, the Procurement Contract Administration Office rolled out the new Washington Electronic Business Solutions enterprise procurement support system that provides vendors and state agencies with a new procurement online portal for vendor registration, bid notification, bid quotes, and contract usage reporting. In the 2005-07 Biennium, a new system module will be added that will allow the vendor community and state agencies to conduct the following procurement activities online: Pre-bids, bid evaluation, contract award, and contract management. This new statewide procurement system will allow the state to more effectively aggregate purchases of goods and services, resulting in state agency savings from cheaper goods and services. (General Administration Services Account-Nonappropriated)

Engineer and Architect Services

The Engineering and Architectural Services Division's reimbursable project management activities will be transferred from the capital budget to the Department of General Administration's (GA) internal service fund in the operating budget to more appropriately reflect its fee for service nature and to improve accountability, financial visibility, and managerial control. (General Administration Services Account-Nonappropriated)

Motor Pool to Nonappropriated #

GA's motor pool was established to provide a central fleet of vehicles for use by other state agencies through a fee-for-service cost recovery funding model. Expenses related to staff and vehicle purchase were appropriated, and expenses related to vehicle maintenance and fuel were nonappropriated. In the 2005-07 Biennium, all expenses will be nonappropriated to enable the motor pool to better respond to vehicle requirements of state agencies. (General Administration Services Account-Nonappropriated)

Custodial Standards in Office Areas

During the 2005-07 Biennium, GA will conduct a pilot to test a new office building cleaning approach, Operating System 1 (OS1), that has been successfully used by the Boeing Company. The OS1 process prescribes cleaning for health first, then appearance. It is used throughout the country at thousands of schools, universities, and offices, and is credited with improving safety, reducing costs, and positively impacting the health of custodial workers and building tenants. A standard high level of cleaning will be performed on the one million square feet of state-owned office space, instead of reimbursable service contracts where state agencies decide the cleanliness level of office space. Agencies will be billed for this service through a revolving fund appropriated charge in lieu of a reimbursable, nonappropriated charge. (General Administration Services Account)

Improve Parking Enforcement

The Department of General Administration will contract with the Washington State Patrol (WSP) for a trooper to conduct full-time parking enforcement on the capitol campus. Increased enforcement is required to reduce unauthorized parking in capitol campus parking spaces. In previous biennia, WSP troopers' time on the campus was split between providing a security presence, responding to reports of criminal activity, and enforcing laws and regulations. (State Vehicle Parking Account-Nonappropriated)

GOVERNMENTAL OPERATIONS

Implement a Business Support System

The Division of Facility and Planning Management will implement a consolidated data repository for a facilities operations management system to enable the division to more effectively manage GA-managed facilities, building space, campus grounds, Capitol Lake, roads, paved walkways, capitol campus infrastructure, and parking spaces. In addition, a long-term strategy will be developed to integrate facilities' infrastructure data contained in the multiple agency systems. (State Parking Account-Appropriated, General Administration Services Account-Appropriated, General Administration Services Account-Nonappropriated)

ACTIVITY DESCRIPTIONS

Administrative Activity

Agency fixed, indirect activities include executive management, agency automation infrastructure maintenance, financial systems maintenance, and those human resource services that are not direct expenses. (General Administration Services Account, General Administration Services Account-Nonappropriated)

Purchasing Contract Administration

RCW 43.19 directs the Department of General Administration (GA) to develop state purchasing policy and criteria for determining when centralized purchasing (rather than decentralized) shall be used to obtain maximum benefit, and ensure it is implemented by state agencies and educational institutions; develop procedures for mutual and voluntary cooperation for exchange of purchasing services; ensure statutory compliance for purchases of alternative fuel vehicles, recycled products, sheltered workshop, and Correctional Industries products; and establish statewide contracts for a broad range of materials, supplies, equipment, and services. This activity is also designated to provide state level administrative support, including determination of what data processing equipment shall perform in statewide purchasing; implement and administer credit card purchasing programs; develop and maintain the state commodity system; and establish and maintain a formal certification program for state employees who are authorized to perform purchasing functions as agents for the state. (General Administration Services Account-Nonappropriated)

Material Management Center

RCW 43.19 requires the Department of General Administration to develop and recommend overall state policy regarding the following material control functions: determination where consolidations, closures, or additions of stores should be initiated; institution of standard criteria for of when and where an item in the state supply system should be stocked; establishment of stock levels to be maintained in state stores and standards for replenishment; formulation of an overall distribution and redistribution system for stock items which establishes sources of supply support for all agencies, including interagency supply support; standardization of records and forms used for supply activities; criteria for use of warehouse space; reduction of transportation costs incurred by the state for materials, supplies, services, and equipment; performance measures for the reduction of total overall expenses for material, supplies, equipment, and services; establishment of a standard system for all state organizations to record and report dollar savings and avoidance from improved material control procedures; and development of procedures for the exchange of material control services. GA also maintains a central store for the centralized storage and distribution of such supplies, equipment, and other items of common use in the daily operation of state agencies, colleges and universities, political subdivisions, and eligible non-profit corporations. (General Administration Account-Nonappropriated)

EAS Reimbursable Services

Technical services provided by this activity include: plant operations support, information, technical assistance, and consultation on physical plant operations and maintenance issues to state and local governments; services to the Washington public works community and the K-12 school system; and an electronic library of pre-designs and studies for certain projects. Additionally, this activity supports the design, construction, and maintenance needs of public facilities through comprehensive, professional project management services for development, design, construction, and energy management. These services include the "Building on a Disk" scanning and indexing of facility drawings and operations manuals, facility condition assessment and capital budgeting assistance, limited public works project management, and selected small project in-house design. These services are distinguished from Capital Project Management activities in that these services are funded through reimbursable agreements with our client agencies. (General Administration Services Account-Nonappropriated)

Energy Services

Energy Services provides engineering services to agencies on a fee-for-service basis to assist agencies in conserving energy and reducing their energy costs. Engineers also conduct energy life cycle cost reviews, assist with sustainable design, and support building commissioning. Agencies incur no direct costs as all costs are paid for with energy savings. (General Administration Services Account-Nonappropriated)

Capital Project Management

This activity supports the design, construction, and maintenance needs of public facilities for more than 20 state agencies and the state's 33 community and technical colleges through comprehensive, professional project management services and energy management. Licensed architects and engineers manage the design and construction of projects. They are assisted by contract specialists, dispute resolution, claims mitigation, cost engineering, and other technical and administrative support.

Barrier Free Facilities Program (BFFP)

This program partners with community colleges, universities, the departments of Social and Health Services, Corrections, Transportation, Ecology, and the Superintendent of Public Instruction to provide technical expertise through plan reviews of new and remodeled buildings. Other activities in this program include consulting on disability issues related to facilities, a statewide assistive technology equipment lending program, and support for Braille publishing and audio tapes used to provide reasonable accommodation for people with disabilities who are employed by or are served by the state.

Mail Services for State Agencies

The Department of General Administration operates the Consolidated Mail Services (CMS) activity, state government's internal mail service, which processes interagency, incoming, and outgoing mail, and provides site-to-site distribution for most state agencies and some political subdivisions in western Washington. Agencies have identified this as a mission-critical, vital business service because it distributes warrants and laboratory samples. (General Administration Services Account-Nonappropriated)

Motor Pool

The state motor pool was created in 1975 by the Washington State Commission for Efficiency and Accountability in Government to "provide economic, efficient, and effective motor pool transportation services to state agencies." The motor pool manages 1,380 vehicles assigned to agencies on a permanent basis for staff use and a vehicle trip fleet for short-term rental. The motor pool maintains and repairs trip vehicles and many permanently assigned vehicles, as well as vehicles owned by various state agencies. (General Administration Services Account-Appropriated and Nonappropriated)

Real Estate Services

The Department of General Administration is responsible for supplying real estate services to state agencies, boards, and commissions. Functions include comprehensive leasing and architectural services; contract management for leased space, including parking; the maintenance and operation of state-owned properties outside of Thurston County; and contracting for the long-term lease, purchase, or sale of state-owned properties. Support is also provided to agencies to help meet the goals of the commute trip reduction (CTR) law to reduce single-occupancy vehicle use, congestion, air pollution, and energy use. (General Administration Services Account-Appropriated and Nonappropriated)

State Agency Rider (STAR) Pass/Guaranteed Ride Home

General Administration, in partnership with Intercity Transit, manages the State Agency Rider (STAR) Pass. The program provides state employees who are located in work sites within Thurston County a fare-free transit pass, enabling them to travel on any Intercity Transit route, including those traveling to Pierce County, for any reason - commuting, business, recreation, or personal travel. Through contracts, the program provides direct support for the guaranteed ride home programs in Thurston, Pierce, King, and Spokane counties. Collectively, the activity assists the state, as one of the largest employers, to demonstrate leadership in reducing the number of single-occupant vehicles commuting to state work sites. (General Administration Services Account)

Distribution of Surplus Food (TEFAP/CSFP)

The Department of General Administration operates a program that receives and distributes federal food and operational funds to the state's food bank network in order to support local organizations that supply food to those in need. There is a state match requirement for federal administrative dollars, as well as pass-through dollars.

Distribution of Surplus Property

The Department of General Administration operates a program that disposes of state surplus properties utilizing methods that are efficient and meet legal requirements concerning use of publicly-owned goods. The program also represents the state with the federal government's surplus program. The state and federal programs allow state agencies, political subdivisions, and non-profit organizations to receive state and federally-owned surplus property, such as office equipment and furniture, at lower-than-market cost. This program is funded through revenue generated from the sale of goods. (General Administration Services Account-Nonappropriated)

GOVERNMENTAL OPERATIONS

Office Facilities Management

This activity serves as the landlord for office facilities on the capitol campus and other state-owned locations in Thurston, Cowlitz, Pierce, Skagit, King, and Yakima counties. The activity is responsible for overall property management, providing direction, long-range planning, space planning, stewardship, rate setting, and quality assurance. It is responsible for efficiently and cost-effectively housing state government in 3.5 million square feet of owned office and support facilities. The Division of Capital Facilities (DCF) is responsible for operations and maintenance of Thurston County facilities. The Division of State Services (DSS) is responsible for operations and maintenance of facilities outside Thurston County.

Parking Management

This activity provides direction, long-range planning, stewardship, rate setting, quality assurance, overall property management, and assignment of parking spaces and fees. GA manages more than 7,000 parking spaces at the State Capitol and other GA facilities located around the state, providing parking to agencies, employees, and the visiting public in the support of conducting state business. Parking is provided on a monthly, hourly, and special-permit basis. The Division of Capital Facilities (DCF) is responsible for operations and maintenance of Thurston County facilities, and dollars for those services are included in this activity.

Public and Historic Facilities Management

This activity provides management, maintenance, and operation of the capitol campus grounds and commonly-used spaces in the Legislative Building, O'Brien Building, Cherberg Building, and Temple of Justice. This activity serves as landlord, providing direction, long-range planning, stewardship, rate setting, quality assurance, and overall property management. The facilities are symbolic of statehood and state government, and are used by the public for education, public assembly, celebration, and recreational purposes related to this symbolic nature. Managed facilities include the campus grounds, memorials, fountains, campus streets, sidewalks, and lighting, as well as Sylvester Park, Heritage Park, Marathon Park, Centennial Park, Capitol Lake, Interpretive Center, and Deschutes Parkway. The Division of Capital Facilities (DCF) is responsible for operations and maintenance of Thurston County facilities, and dollars for those services are included in this activity.

Facilities Operation and Maintenance

This activity provides maintenance and operation services for state-owned and managed facilities within Thurston County, including the Capitol Campus. Services include preventive building maintenance (including electrical, carpentry and HVAC), cleaning and preservation of historical building exteriors, care of Capitol Campus grounds and state-owned parks within Olympia, campus utilities, campus fire protection, and Washington State Patrol security. Costs for these services are recovered from the following GA activities: Office Facilities Management, Parking Management, and Public and Historic Facilities Management. The dollars for this activity are reflected in these activities.

Physical Plant Engineering

This activity provides tenant improvements, environmental, and building-support-system services for capitol campus facilities. Services provided include painting, signage, and management of mechanical/electrical locks, asbestos and hazardous waste, building control systems, and the Powerhouse. Services are provided on a fee-for-service basis to tenants, and other GA activities (Office Facilities Management, Parking Management, Seat of Government) and costs are included in those activities. Work beyond the base-level for these and facilities maintenance services are provided at customer request on a reimbursable basis. The dollars for this activity reflect only the reimbursable services.

Custodial Services

This activity provides daily custodial services for over three million square feet of building space. Custodial services include the cleaning of all public and common-use areas, restroom sanitizing and stocking of supplies, special floor and carpet care, emergency and urgent clean-up, building locking and unlocking, support for special events on and around the Capitol Campus, and collection of recyclable materials.

Visitor Services

The State Capitol Visitor Services activity provides public information and access to the public for the capitol campus, including information about state agencies, the Legislature, and tourist attractions on campus, in the local area, and throughout the state. Educational tours are provided to the visiting public, school children, and dignitaries. Staff conduct tours of the Legislative Building, state capitol grounds, capitol conservatory, and the Temple of Justice. Special events, such as rallies, demonstrations, and other formal gatherings, are also coordinated by Visitor Services. (General Administration Services Account-Appropriated)

Compensation Cost Adjustment

This item reflects proposed compensation and benefit cost adjustments that were not allocated to individual agency activities. The agency will assign these costs to the proper activities after the budget is enacted.

Middle Management Reduction

The Governor has directed that middle management be reduced by 1,000 positions by the end of the biennium. This item is this agency's share of the statewide amount. These savings will be assigned to the appropriate activities after the budget is enacted.